



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
COUNCIL ON REAL ESTATE APPRAISERS

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING MINUTES:	COUNCIL ON REAL ESTATE APPRAISERS
MEETING DATE AND TIME:	Tuesday, October 15, 2019 at 9:30 a.m.
PLACE:	Division of Professional Regulation 861 Silver Lake Blvd., Conference Room A Cannon Bldg., Dover, Delaware 19904
MINUTES FOR APPROVAL:	November 19, 2019

MEMBERS PRESENT

Douglas Nickel, Professional Member, Chair
Earl Timmons, Professional Member, Vice-Chair
Christopher Schneider, Professional Member
Denise Stokes, Public Member
Patricia Ennis, Public Member
Kimberly Holliday-Hopkins, Public Member

MEMBERS ABSENT

Scott Brown, Professional Member
Georgianna Trietley, Professional Member
Kevin Gillis, Banking Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Kevin Maloney, Deputy Attorney General
Jennifer Witte, Administrative Specialist II

OTHERS PRESENT

Bob Guerrero
Sheila Ross

CALL TO ORDER

Mr. Nickel called the meeting to order at 9:30 a.m.

REVIEW OF MINUTES

A motion was made by Mr. Timmons, seconded by Ms. Holliday-Hopkins, to approve the minutes from the September 17, 2019 meeting as presented. The motion was unanimously carried.

UNFINISHED BUSINESS

Discussion on Unlicensed Inspectors

The Council tabled this discussion until the November 19, 2019 meeting.

Mr. Nickel amended the agenda to add a topic for discussion by the Council.

Update of Regulatory and Statutory Amendments

Mr. Nickel inquired on the amendment that the Council would like made to Del. C. § 4003 (b). Mr. Maloney advised that he will follow up with Director Mangler on the status.

NEW BUSINESS

Review of Continuing Education Activities

After review, a motion was made by Ms. Stokes, seconded by Mr. Schneider, to approve the continuing education activities as follows:

Appraisal Institute

The Cost Approach: Unnecessary or Vital to a Healthy Practice?, 7 hours CE (classroom)

Advanced Residential Applications and Case Studies Part 1 Synchronous, 14/15 hours QE/CE (online)

Advanced Residential Report Writing, Part 2 Synchronous, 28/30 hours QE/CE (online)

Online General Appraiser Market Analysis and Highest & Best Use, 28/30 hours QE/CE (online)

Online Thinking Outside the Farm, 4 hours CE (online)

Online Analyzing Operating Expenses, 7 hours CE (online)

Online Appraising of Medical Office Buildings, 7 hours CE (online)

Online Residential and Commercial Valuation of Solar, 14/15 hours CE (online)

Online Subdivision Valuation, 7 hours CE (online)

Online Supervisory Trainees/Appraiser Trainee Course, 4 hours CE (online)

Online Business Practice and Ethics, 5 hours CE (online)

Online FHA Appraising: Principles and Procedures, 7 hours CE (online)

Review Case Studies Residential Synchronous, 14/15 hours CE (online)

Online Rates and Ratios: Making Sense of GOMs, OARs and DCF, 7 hours CE (online)

Online Forecasting Revenue, 7 hours CE (online)

Review Theory-General Synchronous, 30/33 hours CE (online)

Review Case Studies General Synchronous, 30/32 hours CE (online)

Residential Applications: Part 2 Using Microsoft Excel to Analyze & Support Appraisal Assignment Results, 7 hours CE (classroom)

Residential and Commercial Valuation of Solar, 14/15 hours CE (classroom)

Review Theory-Residential, 15/17 hours CE (classroom)

Valuation of Conservation Easements, 28/30 hours CE (classroom)

Review Theory-General, 30/33 hours CE (classroom)

Review Case Studies-Residential, 14/15 hours CE (classroom)

Review Case Studies-General, 30/32 hours CE (classroom)

Contract or Effective Rent: Finding the Real Rent, 4 hours CE (classroom)

The Appraiser as an Expert Witness: Preparation and Testimony, 14/15 hours CE (classroom)

Supervisory Trainee/Appraiser Trainee Course, 4 hours CE (classroom)

Two Day Advanced Income Capitalization Part B, 14/15 hours CE (classroom)

Two Day Advanced Income Capitalization Part A, 14/15 hours CE (classroom)
Valuation by Comparison: Residential Analysis and Logic, 7 hours CE (classroom)
Uniform Appraisal Standards for Federal Land Acquisitions, 14/15 hours CE (classroom)
Valuation Resources for Solar Photovoltaic Systems, 4 hours CE (classroom)
How Tenants Create or Destroy Value: Leasehold Valuation and its Impact on Value, 7 hours CE (classroom)
Rural Area Appraisals Freddie Mac Guidelines and Property Eligibility Requirements, 7 hours CE (classroom)
Residential Applications: Part 2 Using Microsoft Excel to Analyze & Support Appraisal Assignment Results, 7 hours CE (classroom)
Practical Applications in Appraising Green Commercial Buildings, 14/15 hours CE/QE (classroom)
Litigation Appraising: Specialized Topics and Applications, 21.5/22.5 CE/QE (classroom)
Introduction to Green Buildings: Principles and Concepts, 7/8 hours CE (classroom)
Ignorance Isn't Bliss: Understanding an Investigation by a State Regulatory Board or Agency, 4 hours CE (classroom)
Fundamentals of Separating Real & Personal Property for Intangible Business Assets, 14/15 hours CE (classroom)
FHA Appraising for Valuation Professionals: FHA Single Family Appraisal Requirements, 7 hours CE (classroom)
Condemnation Appraising: Principles and Applications, 21/22 hours CE (classroom)
Case Studies in Appraising Green Residential Buildings, 7/8 hours CE (classroom)
Business Practice and Ethics Course, 6 hours CE (classroom)
Artificial Intelligence, AVMs and Blockchain: Implications for Valuation, 4 hours CE (classroom)
Appraisal of Manufactured Homes Featuring Next Generation Manufactured Homes, 7.5/8.5 hours CE (classroom)
Advanced Spreadsheet Modeling for Valuation Applications, 14/15 hours CE (classroom)
Rural Valuation Basics, 7 hours CE (classroom)
Advanced Land Valuation: Sound Solutions to Perplexing Problems, 7 hours CE (classroom)
Application and Interpretation of Simple of Linear Regression, 14/15 hours CE (classroom)
Artificial Intelligence, AVMs and Blockchain: Implications for Valuation Synchronous, 4 hours CE (online)
Using Spreadsheet Programs in Real Estate Appraisals, 7 hours CE (online)
Online Reviewing Residential Appraisals and Using Fannie Mae Form 2000, 7 hours CE (online)
Online Case Studies in Appraising Green Commercial Buildings, 14/15 hours CE (online)
Online Comparative Analysis, 7 hours CE (online)
Online Appraising Automobile Dealerships, 7 hours CE (online)
Contract or Effective Rent: Finding the Real Rent Synchronous, 4 hours CE (online)
Complex Litigation Appraisal Case Studies Synchronous, 7 hours CE (online)
Review Theory Residential Synchronous, 15/17 hours CE (online)
Online Using Your HP12C Financial Calculator, 7 hours CE (online)
Online Fundamentals of Apartment Appraising, 7 hours CE (online)
Online Small Hotel/Motel Valuation Limited Service Lodging, 7 hours CE (online)
Online Fundamentals of the Uniform Appraisal Standards of Federal Land Acquisitions, 4 hours CE (online)
Online Case Studies in Appraising Green Residential Buildings, 7/8 hours CE (online)
Online AI's Cool Tools: New Technology for Real Estate Appraisers, 7 hours CE (online)
Online Valuation Resources for Photovoltaic Systems, 3 hours CE (online)
Online Appraising Convenience Stores, 7 hours CE (online)
Online Understanding and Appraising Residential REOs, 4 hours CE (online)
Online Data Verification Methods, 5 hours CE (online)
Online The Discounted Cash Flow Model: Concepts, Issues and Applications, 5 hours CE (online)
Online Eminent Domain and Condemnation, 7 hours CE (online)
Online Introduction to Green Buildings: Principles and Concepts, 7/8 hours CE (online)

Solving Land Valuation Puzzles, 7 hours CE (classroom)
Advanced Concepts and Case Studies Synchronous, 38 hours QE/CE (classroom)
Advanced Market Analysis and Highest & Best Use- Synchronous, 32/35 hours QE/CE (online)
Advanced Income Capitalization Synchronous, 32/35 hours QE/CE (online)
Online General Appraiser Income Approach, Part 2, 27/30 hours QE/CE (online)
Online General Appraiser Income Approach, Part 1, 27/30 hours QE/CE (online)
Online General Appraiser Report Writing and Case Studies, 28/30 hours QE/CE (online)
Online General Appraiser Sales Comparison Approach, 27/30 hours QE/CE (online)
Online General Appraiser Site Valuation and Cost Approach, 28/30 hours QE/CE (online)
Quantitative Analysis Synchronous, 32/35 hours QE/CE (online)
Online Real Estate Finance, Statistics and Valuation Modeling, 14/15 hours QE/CE (online)
Online Residential Market Analysis and Highest & Best Use, 14/15 hours QE/CE (online)
Online Residential Report Writing and Case Studies, 14/15 hours QE/CE (online)
Online Residential Sale Comparison and Income Approaches, 30 hours QE/CE (online)
Online Residential Site Valuation and Income Approaches, 14/15 hours QE/CE (classroom and online)
Online Basic Appraisal Principles, 28/30 hours QE/CE (online)

ASFMRA

ASFMRA 90TH Annual Convention, 5 hours CE (classroom)

Hondros College of Business

Basic Construction Review, 7 hours CE (online)
Defensible Appraising, 7 hours CE (online)
Specialized Residential Appraisal Topics, 20 hours QE (online)
Basic Residential Appraisal Principles, 30 hours QE (online)
Residential Report Writing and Case Studies, 15 hours QE (online)
Residential Site Valuation and Cost Approach, 15 hours QE (online)
Residential Sales Comparison and Income Approaches, 30 hours QE (online)
Advanced Residential Applications and Case Studies, 15 hours QE (online)
Statistics, Modeling and Finance, 15 hours QE (online)
Residential Market Analysis and Highest and Best Use, 15 hours QE
Basic Residential Appraisal Procedures, 30 hours QE (online)
FHA and VA Today, 7 hours CE (online)
Property and Valuation Analysis for FHA, 7 hours CE (online)
Green in Residences and Appraisals, 7 hours CE (online)
Covering all the Bases in Residential Reporting, 7 hours CE (online)
Methodology and Applications of Sales Comparison, 7 hours CE (online)
Better to be Safe than Sorry, 7 hours CE (online)

Dynasty School

Residential Market Analysis and Highest and Best Use, 15 hours QE (online)
Real Estate Appraisal – Principles & Procedures, 60 hours QE (online)
Statistics, Modeling and Finance, 15 hours QE (online)
Advanced Residential Applications and Case Studies, 15 hours QE (online)
General Appraiser Site Valuation & Cost Approach, 30 hours QE (online)
General Appraiser Report Writing and Case Studies, 15 hours QE (online)
General Appraiser Market Analysis and Highest and Best Use, 15 hours QE (online)

OREP Education Network

How to Support and Prove Your Adjustments, 7 hours CE (online)
FHA Appraisal Standards, 7 hours CE (online)

Adjustments II: Solving Complex Problems, 7 hours CE (online)
Identifying and Correcting Appraisal Failures, 7 hours CE (online)
How to Raise Appraisal Quality and Minimize Risk, 7 hours CE (online)

Delaware Chapter of the Appraisal Institute

Panel Discussion: Commercial Appraisal Review and Reports, 2 hours CE (classroom)

The motion was unanimously carried.

After review, a motion was made by Ms. Stokes, seconded by Mr. Schneider, to approve the continuing education activities contingent upon receipt of additional documentation as follows:

Appraisal Institute

Evaluating Commercial Leases: The Tenant and Terms Both Matter, 7 hours CE (classroom)
2018-2019 7-Hours National USPAP Update, 7 hours CE (classroom)
Online 2018-2019 7-Hour Equivalent USPAP Update, 7 hours CE (online)
Online 2018-2019 15-Hour Equivalent USPAP Course, 14/15 hours CE (online)

Metro DC Chapter of the Appraisal Institute

2019 IRS Valuation Summit, 7 hours CE (classroom)

Central Piedmont Community College

The Uniform Standards of Professional Appraisal Practice (USPAP), 16 hours CE (classroom)

Appraisal Education Network School

7 Hour USPAP Update Course, 7 hours CE (classroom)

McKissock

National USPAP Update (2020-2021), 7 hours CE (classroom)

The motion was unanimously carried.

Review Certified Residential Real Property Appraiser Application – Upgrade

After review, a motion was made to approve the certified residential real property appraiser upgrade applications of Vincent Harman and Lydia Buck to allow them to sit for the examination. The motion was unanimously carried.

Mr. Schneider selected 5 work samples from each applicant to be reviewed.

Ratify Temporary Practice Permits

A motion was made by Mr. Schneider, seconded by Mr. Nickel, to approve the ratified temporary practice permits of Steven White, Eric Hoening, Robert Edwards, Jonathan Richmond and Steven Johnson. The motion was unanimously carried.

Review Temporary Practice Permit Applications

After review, a motion was made by Mr. Timmons, seconded by Ms. Holliday-Hopkins, to approve the temporary practice permit applications of Joseph Torzewski and Bruce Nell. The motion was unanimously carried.

Review and Consider Revised Executed Consent Agreement - Roberta McGettigan, X2-0000377, Case #19-04-18

After review and consideration of the Revised Executed Consent Agreement, a motion was made by Ms. Holliday-Hopkins, seconded by Mr. Timmons, to accept the consent agreement as revised. The motion was unanimously carried.

Ratify Appraisal Management Company Registration Applications

A motion was made by Ms. Nickel, seconded by Ms. Stokes, to approve the ratified appraisal management company registration application of AmeriMac Appraisal Management, LLC. The motion was unanimously carried.

Review Certified General Real Property Appraiser Applications – Upgrade

After review, a motion was made by Ms. Holliday-Hopkins, seconded by Mr. Timmons, to approve the certified general real property appraiser upgrade application of Bruce Tigani to allow him to sit for the examination. The motion was carried by Mr. Schneider, Ms. Stokes and Ms. Ennis. Mr. Nickel abstained.

Mr. Timmons selected 5 work samples from each applicant to be reviewed.

CORRESPONDENCE

There was no correspondence before the Council.

OTHER BUSINESS BEFORE THE COUNCIL

Mr. Maloney confirmed that the new/amendments to the rules and regulations are on hold until the Division's moratorium has been lifted.

Mr. Nickel stated that the Council is to annually elect a chair and vice-chair. The council will hold elections during the January 21, 2020 meeting.

PUBLIC COMMENT

There was no public comment.

NEXT MEETING

The next meeting will be November 19, 2019 at 9:30 a.m. in Conference Room A.

ADJOURNMENT

There being no further business, a motion was made by Mr. Timmons, seconded by Mr. Nickel, to adjourn the meeting at 9:50 a.m. The motion unanimously carried.

Respectfully submitted,

Jennifer L. Witte

Administrative Specialist II